

DOI Work Activity 8W: Deaccession Museum Items

Program Area:	Cultural and Heritage
End Outcome Goal:	PEO 3 - Protect Cultural and Natural Heritage Resources
Intermediate Outcome:	This activity does not align to an intermediate outcome
DOI Sub process:	4d - Conserve resources (perform resource treatments)

Examples/Notes: Museum items are all items formally acquired for the museum collection (i.e. museum property) Note: All items must be cataloged before deaccessioning (411 DM 3.4F)

Work Activity Description: Includes all costs associated with deaccessioning museum items, including costs of Native American Graves protection and Repatriation Act (NAGPRA) consultations and other consultations related to deaccessioning.

Deaccession is the process of permanently removing museum collections from a bureau unit's ownership (title) and custody. Authority for deaccessioning varies by bureau. Depending on bureau authorities, deaccession actions may include return to rightful owner, loss, theft, involuntary destruction, voluntary destruction/abandonment, transfer to other bureau units, transfer to other bureaus or agencies, exchanges, conveyance (donation), destructive analysis, and compliance with NAGPRA. The return of incoming loans is also grouped with deaccessions although this event reflects a change of custody, not a change in ownership.

Deaccessioning involves completion of a legal disposition document (for example, Receipt for Property , Report of Survey, exchange agreement, transfer of property, conveyance agreement, repatriation agreement) assigning a sequential number to each deaccession, recording information about the deaccession in a permanent log and in a deaccession record and related catalog records in the bureau's automated system, and establishing a permanent deaccession file for legal and other relevant documentation for the transaction. Activities also include NAGPRA consultations and other consultations related to deaccessioning, meetings to consider deaccessions, appraisals, preparation of NAGPRA summaries, inventories, and Federal Register notices, and packing and shipping.

Output: Documentation for deaccessions, deaccession items.	Unit of Measure: Number of documentations for deaccessions, number of deaccession items.
Inputs: Museum items available for deaccession, Labor, Travel, Supplies and materials, shipping	Cost Drivers: Type of transaction (disposal); Number and type of items included in transaction, Transportation requirements; etc.

System Interfaces:

DOI Program Area Contact: Ann Hitchcock (NPS)